

SENIOR ASSISTANT COUNTY COUNSEL  
Los Angeles County, California

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. **Note: A background investigation will be completed on the candidates recommended for this position.**

TO BE CONSIDERED

Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, ability to practice law in the State of California, and current salary information. Submission should include the following:

- Candidate's ability to meet the requirements as stated in the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address: **ExecutiveRecruitment@hr.lacounty.gov** and indicate the position title of **Senior Assistant County Counsel** in the subject line of your e-mail. Materials received by **November 27, 2013** will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

**BILL DUKES**  
County of Los Angeles  
Department of Human Resources  
500 W. Temple Street, Room 555  
Los Angeles, CA 90012  
213.974.2454  
wdukes@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. All newly hired County of Los Angeles employees must sign a statement (Form SSA- 1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR



SENIOR ASSISTANT COUNTY COUNSEL (UC)  
County of Los Angeles

Annual Salary: \$194,635—\$294,595  
(MAPP Range R21)

Filing Period:  
November 7, 2013 — Until the Position is Filled





SENIOR ASSISTANT COUNTY COUNSEL  
Los Angeles County, California



THE COUNTY

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 36 major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2013-2014 is \$25 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE OFFICE OF THE COUNTY COUNSEL

The Office of the County Counsel acts as the legal advisor to the Board of Supervisors, County officers and departments, special districts, and certain other public agencies, such as the Metropolitan Transportation Authority and the Southern California Regional Rail Authority.

The Office works to protect the County from loss and risk associated with its day-to-day operations. Legal assistance encompasses advising on the law as it applies to County operations; drafting legal documents; representing the County in civil actions, workers’ compensation matters, and dependency court cases; and serving as issuer’s counsel on funding issues. County Counsel also assists in presenting the County’s position in the State Legislature and before State and federal regulatory agencies and administrative hearing boards.

The Office’s current operating budget is over \$91.4 million and includes funding for approximately 562 positions.

THE POSITION

The position of the Senior Assistant County Counsel assists the County Counsel by directing a Practice Group consisting of several divisions within the Office of the County Counsel. As a member of the County Counsel’s Executive Office, the Senior Assistant County Counsel is called upon to advise the Board of Supervisors, its members and key staff as well as County Departments. The Senior Assistant County Counsel directs the administration of the various divisions assigned to the subordinate Practice Group, administrative functions, and ensures that legal services and advice are provided in a timely and efficient manner. The position coordinates and manages formal opinions, Board letters and other significant attorney-client communications originating from the law divisions.

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Los Angeles County, California

EXAMPLES OF DUTIES

The Senior Assistant County Counsel assists the County Counsel and Chief Deputy County Counsel in the day-to-day operations of the Department by performing the following duties:

- Directs, through subordinate managers, the work of two or more divisions of attorneys providing advice and legal services to the Board of Supervisors, Chief Executive Office, County departments, and various other special districts and commissions.
- Assists in the development of management policies, procedures, and systems to carry out the goals and objectives of the Department, and formulates and implements administrative and technical policies.
- Provides advice to officers of County departments, special districts, commissions, boards, and other official bodies on unique, complex, controversial or politically sensitive legal matters.
- Assists the County Counsel in preparing for meetings of the Board of Supervisors, advising the Board at such meetings, and in drafting specialized opinions.
- Provides advice to the County Counsel on departmental initiatives and budget matters and recommends and justifies measures to meet present and future personnel, space and material requirements.
- May act for the County Counsel or Chief Deputy County Counsel as directed.

MINIMUM REQUIREMENTS

Demonstrated knowledge, skills, and abilities required in managing a major component of a legal department of a city, county, state or federal agency, or in a law firm or corporate law office involved in civil litigation. Such management includes responsibility for the preparation for and trying of civil suits; the provision of legal advice to officials; the management of litigation in a cost-effective manner; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to conduct the affairs of the office or firm.

**LICENSES:** 1) Admission to practice law in California; 2) A Valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

**OTHER:** U.S. citizenship is required for appointment

DESIRABLE QUALIFICATIONS

- Progressively responsible experience in a variety of civil law specialties or areas, including but not limited to medical malpractice, employment law, law enforcement, and civil litigation.
- Progressively responsible experience managing the practice of transactional and public law in a public entity law office, including such issues as land use, the Brown Act, public contracts, and ethics and conflict of interest issues.
- Knowledge of management principles involved in strategic planning, resource allocation, personnel, financial planning, and coordination of people and resources.

- Demonstrated ability to work effectively with elected officials, agency staff, and members of the legal system.
- Demonstrated knowledge or understanding of internal audit controls, risk management, and contract management.
- Demonstrated ability to use technology effectively to improve communication and case management, prepare cases for trial, manage documents, track litigation trends, and control legal fees and costs.
- Demonstrated ability to apply creative and innovative solutions to complex problems.
- Advanced education in public administration, business administration, or civil law.

COMPENSATION

**ANNUAL SALARY: \$194,635—\$294,595 (MAPP RANGE R21)**

This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate’s qualifications and current salary.

**Benefits:** The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a “new member” of the County’s defined benefit plan (LACERA) on or after January 1, 2013, that person’s pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a “new member” is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Holidays** – 11 paid days per year.